



CITY OF NEWPORT OREGON

60+ CENTER OFFICE CLERK

The City of Newport Oregon is seeking a reliable and experienced Office Clerk for our Newport 60+ Center. This is a part-time position working 20 hours or less a week, with a starting wage of \$11.22 an hour.

This position will perform varied clerical/receptionist work as the front-line customer service representative at the 60+ Center. This position will provide excellent internal and external customer service. Create a positive experience for patrons through professional and courteous interactions. Attend to visitors and respond to inquiries on the phone and with face-to-face interactions. Supply information regarding the organization to citizens, clients and customers.

This position requires the ability to work weekends and afternoon/evenings.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A high school diploma or equivalency AND two (2) years of previous work experience performing similar customer service and clerical duties including a high degree of public contact and customer relations in a professional environment.

KNOWLEDGE: Must possess general working knowledge of standard office procedures and methods.

Thorough knowledge of spelling, punctuation, grammar, math and business English. Knowledge of word processing and spreadsheet software programs, customer service, and general office procedures. Experience with class registration processing highly desirable.

Skill in the use of personal computers, various related software programs, and standard office equipment. Must be able to complete fee transactions quickly and accurately; prepare daily cash report using math principles.

DESIRABLE QUALIFICATIONS:

First Aid/CPR/AED. Coursework in bookkeeping and/or accounting. Experience with Microsoft Windows, MS Word, MS Outlook, and MS Excel also highly desirable.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to five pounds and occasionally lift or move materials up to thirty pounds. Manual dexterity and coordination are required approximately 90% of the work period while operating equipment such as computers, keyboards, telephones, and standard office equipment.

TO APPLY: Applicants should submit a completed city application form and a letter clearly identifying how the applicant meets the minimum job qualifications. City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to b.james@newportoregon.gov. The position is open until September 1, 2016.

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.